

## **BOARD OF SELECTMEN**

April 9, 2007

Chairman Clark called the meeting to order at 7:30PM. Board members present were Stephen Clark, Richard Gandt, John McArdle, Boyd Jackson and Heidi Bond. Of the Selectmen's staff Town Administrator Virginia Wilder, & Donna Rich, Board Secretary, were in attendance. Other persons present were Evelyn Hammond and Jane Schraffa of Topsfield Cable and Faye Raynard of the Village Reporter. Dave Bond, Superintendent of Highway Department (arrived at 7:40).

**Announcements:** Chairman Clark announced that the Board would go into executive session at the end of the meeting to discuss the Police Reserve Union Contract and the Fire Union Contract and would not return to open session. Chairman Clark welcomed the Verizon viewers from Channel 47.

**Selectmen Minutes:** Chairman Clark made a motion to accept the minutes of April 2, 2007 as amended; seconded by Selectman Gandt; so voted 3-0, Selectmen Jackson and Bond abstained. Chairman Clark made a motion to accept the minutes of the Executive Session of April 2, 2007 as amended and to hold until all issues have been resolved; seconded by Selectman Gandt; so voted 3-0, Selectmen Jackson and Bond abstained.

### **OLD BUSINESS:**

**Route 97 & 35 Intersections:** Chairman Clark asked if there were any further details available. Ms. Wilder reported that Representative Speliotis's had called. Apparently, a request was submitted but the previous administration had not considered it a priority. He will present it to the new administration.

**Scholarship Committee:** Ms. Wilder reported that there are openings on both scholarship committees. She went on to explain that the Town Scholarship Committee is appointed annually and that its responsibility is to select only Topsfield seniors for the Town funded scholarships. The Masco Regional Scholarship Committee is comprised of appointed residents from all three towns. They vote on all non-Town scholarships that are awarded to seniors at the end of the school year. The students are ranked by the individual scholarship criteria and are on a numbering system, no names are known. Chairman Clark voted to appoint Wendy Ryder to the Town Scholarship Committee for this year, Selectman Bond seconded; so voted, 4-01, Selectmen Jackson abstained. Chairman Clark asked Ms. Wilder to contact Mrs. Ryder to advise her as to her appointment and determine her interest in serving on the Masco Scholarship Committee next year.

**Declaration of Surplus Property:** Ms. Wilder stated that the 3-section flat drawer file was discussed at the Department Head meeting and it was decided that it should be held onto for now. Some departments have shown an interest in the cabinets and more time is needed for a final decision to be made. Selectman Jackson commented that the Highway Department might be able to use it for highway drawings.

**Appointment: Chapter 90 Reports:**

7:45PM Chairman Clark announced that Mr. Bond, Highway Superintendent, was present and that he could come forward to present his Chapter 90 Reports. Mr. Bond gave a brief overview of the Chapter 90 process for obtaining funds for street projects. He noted that the figures have been verified and signed by Pam Wood, Town Accountant. All final reports and reimbursement requests require the Board of Selectmen's vote and signatures. Mr. Bond explained the first two reports were to close out projects. Chairman Clark entertained a motion to approve the Mass Highway Final Report as submitted for the Asbury Street Bridge Rowley Bridge Road Bridge and Ipswich Rd 75% Design Engineering for the amount totaling \$106,602.70. Selectman McArdle made the motion; Selectman Gandt seconded; so voted, 5-0.

Chairman Clark entertained a motion to approve reimbursement under the Chapter 90 Mass Highway Department totaling \$292,413.44 for the FY2006 Roads Program, Emergency Culvert Repairs, Bridge Engineering, and Grove St & 7 various Streets, Selectman McArdle made the motion, Selectman Gandt seconded; so voted, 5-0.

A brief discussion followed explaining that under Chapter 90 projects are paid from the Towns General Funds and are reimbursed by the State for work as it is completed. It is worthy to note that some projects are requested in fiscal years that the project may not be completed in.

**OLD BUSINESS** (continued)

Personnel Rules, Regulations & Policies: Ms. Wilder asked if there were any comments/questions. Selectman Jackson stated that he would like to postpone discussion until next week. It was noted that the Personnel Advisory Committee did an excellent job in compiling the documents since the full text of the document is not on the Warrant for Town Meeting, this document will be available at Town Hall for review. Chairman Clark requested that a vote be presented at the next meeting with amendments made as needed.

DPW Ballot Question: Chairman Clark explained that the ballot question requesting a binding vote for the creation of a Department of Public Works is to complete the implementation of the recommendation of the Town Management Committee as voted on at the Town Meeting 2005 and later adopted by the legislature as Chapter 350 of the Acts of 2006. Much discussion followed on the wording of the question and specifically the reporting structure of the Department. It was the intent of the Town Management Committee that the DPW be under the jurisdiction of the Town Administrator. It was discussed that there may or may not be a superintendent and that the position may or may not report to the Town Administrator. Those decisions would be the prerogative of the Board of Selectmen in office at the time. Chairman Clark noted that it is a good step forward for the Town. Selectman Gandt noted that, if the Question is turned down at this year's election, nothing changes in 2008.

**NEW BUSINESS:**

Firefighting Equipment Grant: A vote is requested to accept a State Fiscal Year 2007 Firefighting Equipment Grant. Selectman Gandt noted that the grant funds will be used for communication equipment to access remote data from the scene of a fire. Selectman Gandt made a motion to accept the SFY2007 Fire Firefighting Equipment Grant as approved by the Executive Office of Public Safety for the amount of \$5,300 to be signed by the Chairman Clark, seconded by Selectman McArdle; so voted, 5-0.

**National Incident Management System (NIMS):** Ms. Wilder explained that after 911 the President of the United States made a directive to have all levels of government adopt National Incident Management System and Incident Command System. In September of 2005 a letter was to have been received by the Board to vote to adopt NIMS. After researching the minutes during that time period it was found that there was a discussion in February 2006, but no formal vote taken. This action is to correct the oversight and have a vote recorded. Selectman Gandt noted that in Topsfield the guidelines are already in place and training has been accomplished under the guidelines. Selectman McArdle inquired as to what the implications of this program would do for us and who pays for it? Ms. Wilder responded that there is no expenditure. Training has been done and the Board is voting to operate within the NIMS guidelines if a disaster takes place. Selectman Jackson made a motion to vote to adopt the principles and policies of the NIMS and adopt the NICS as the Town of Topsfield's official incident response system, seconded by Selectman Gandt, so voted 4-01, Selectman McArdle abstained.

**Town Administrator's Report:**

Please see attached report.

**Correspondence & Reports**

- Several letters and reports were received
  - **Blocking off of South Common Street for Library events:** Selectman McArdle voted to give permission to Jaclyn White, Library Director, to block/close off South Common Street on June 15<sup>th</sup> from 5PM to 8PM and also on August 10<sup>th</sup> from 1PM to 3PM, seconded by Selectman Bond, so voted 4-1, Chairman Clark abstained.
  - 120 High Street Open Space Deed
  - Application for plumbing permit at 28 Asbury St. Bradley Palmer Mansion
  - Salem and Beverly Water Supply Board to DEP Unilateral Administrative
  - Police Chief Search Committee Meeting
  - Conservation Commission
  - Topsfield School Committee
  - Conservation Commission
  - Fire Chief
  - Inspector of Buildings
  - Town Accountant

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$316,313.06**. The breakdown is as follows:

Warrant #FY07:	
081T	\$ 64,201.39
082	\$ 252,111.67

**Executive Session:** At 8:48 PM, Chairman Clark entertained a motion to go into executive session to discuss the Fire Union Contract, Police Chief Contract and the Police Reserve Contract; so moved by Selectman Jackson and seconded by Selectman McArdle. A yes vote was recorded for Chairman Clark, Selectmen Gandt, Selectmen McArdle, Selectman Jackson and Selectman Bond. The Board would not return to regular session. Virginia Wilder and Donna Rich were present also.

The meeting was adjourned 8:50.

Respectively submitted,

Donna Rich, Secretary  
Selectmen's Office

Approved as amended at the April 17, 2007 Board of Selectmen meeting.